

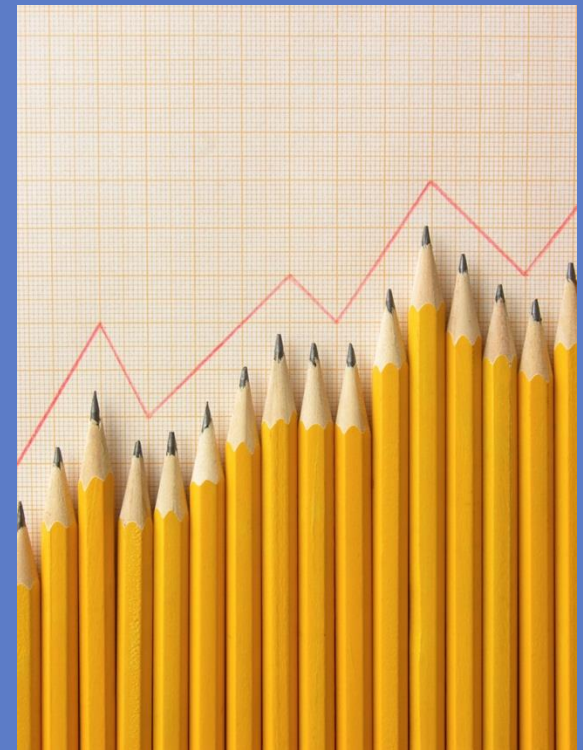


NC E-Procurement
FBS Summer Conference
July 2014



“E-Procurement has certainly expedited the purchasing process due to the fast turnaround time. There have been times when a school placed an order through E-Procurement and received their merchandise the very next day!”

- Over **4.5 Million** purchase orders have been issued through NC E-Procurement
- More than **\$29 Billion** in spending has been processed through the NC E-Procurement system





“I value the use of the NC E-Procurement System. My colleagues like the fact that their orders are transmitted directly, speeding up the process and excluding the step of them having to submit them to the vendors.”

Over **9,000 NC users** from
almost **200 different entities**
now use NC E-Procurement:

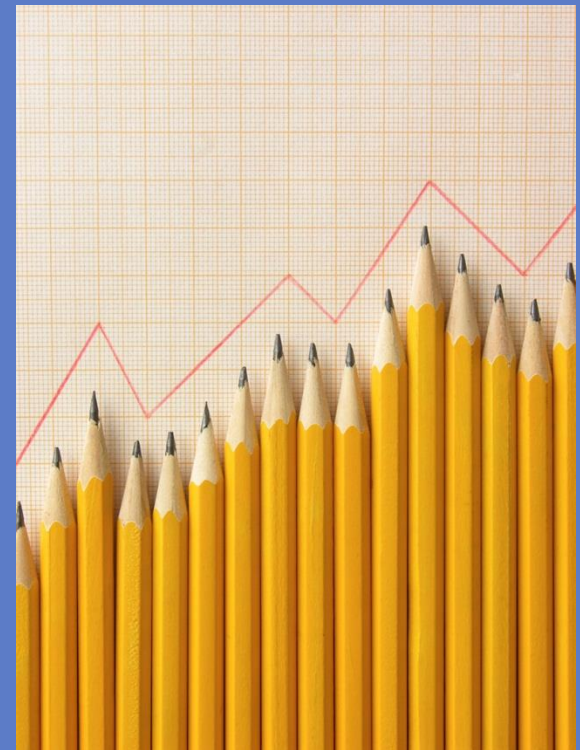
- State agencies/Institutions
- Community colleges
- K-12 Local school systems
- Local governments





“E-Procurement has streamlined the purchase order process resulting in less duplication of effort and improved accuracy. Now our purchase orders are processed and sent to vendors in a fraction of the time. Our technology staff were early adopters and have used it for almost all the district's computer-related purchasing for the past several years. We're happy with the move to E-Procurement, it feels like progress!”

- There are more than **480 electronic catalogs** representing over 150 Statewide Term Contracts available to users
- Over **45,000 vendors** are registered in the NC E-Procurement system.





NC E-Procurement provides the tools to improve the way the State of North Carolina purchases goods and services.

- Users are empowered to use online requisitioning with direct access to State Term Contracts via **online catalogs**
- Entities can choose to **decentralize the purchasing** process to the people needing supplies within their organization



Benefits

- The **eQuote tool** allows users to submit requests for quotes to vendors for items below the formal bid requirements, replacing more manual quoting processes
- Orders and internal approvals are **routed electronically** and maintained for accountability – paper free!
- Users have access to a **centrally maintained database** of vendor information, including Historically Underutilized Business (HUB) certifications

- In March, the **Division of Purchase and Contract** announced the new Statewide Term Contracts 615A and 645A.
- **Statewide Term Contract 615A – Office Supplies** was awarded to Forms & Supply and is projected to offer 31% savings on general office supplies.
- **Statewide Term Contract 645A – Office Paper** is expected to generate a 9% savings on office paper over historical purchases. Tiered pricing adds further discount opportunities for larger volume orders.

- Additionally, the Division of Purchase and Contract announced the new **Statewide Term Contract 204A – Microcomputers and Peripheral Components**.
- Users can view the State term contract pricing within NC E-Procurement through the catalogs and punchout catalogs.



12

- NC E-Procurement online catalogs provide an online shopping experience to the end user, which includes:
 - The ability to search for a specific item on Statewide Term Contract
 - The ability to conduct a side-by-side item comparison
 - The ability to note commonly ordered items as “favorites”, allowing quick access in the future
- Catalog line items are pre-populated with Pricing, Contract, Commodity, and Supplier Specific information, allowing end users to quickly add the items to their requisition and Suppliers to quickly process the purchase orders



- Recent Choices - ▼

TRANSPORTATION, VEHICLES AND SUPPLIES (40)

0 1 2 3 4 5 6 7 8 9



“[E-Procurement] has worked with our staff to produce a purchasing system that includes hundreds of items saved in our favorites that we purchase on a frequent basis. [E-Procurement] found the best prices on these products and we have experienced savings of 30%. We now use the system daily.”

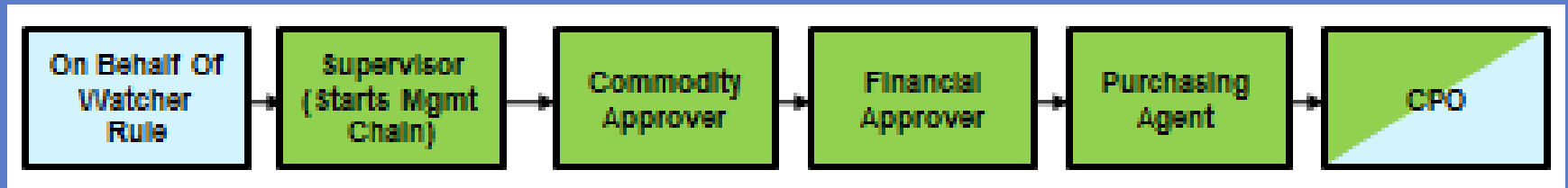
eQuote is a tool within NC E-Procurement that can be used to **solicit and review quotes** from multiple suppliers for a good and/or service. It can be used for:

- Items not listed on state term contract
- Item is a high dollar volume term contract item
- Competitive quotes from 3 or more suppliers are needed
- To provide audit trail of thorough procurement management to obtain the best price available

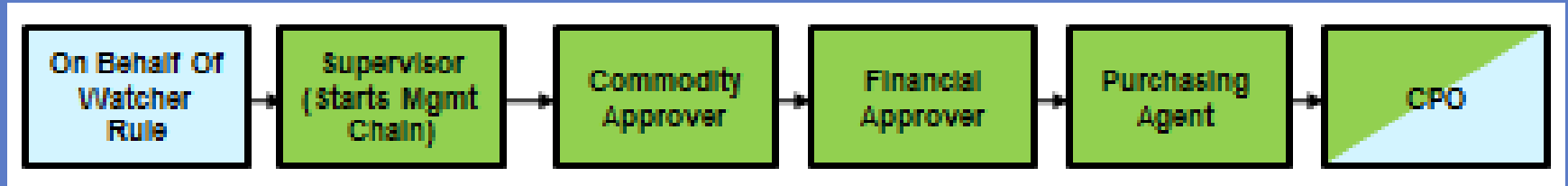


“We routinely use eQuotes to keep costs down. By using the eQuote system, we were able to save nearly 25% off expected costs for new welding equipment for our repair shop.”

Electronic approval flows facilitate an effective procurement process and allow procurement professionals to focus on strategic initiatives.



- The “**On Behalf Of**” rule will always assign a watcher, but not an approver
- Security Administrators can set appropriate management levels throughout the **Supervisor Chain** to provide the right level of oversight and a reasonable approval flow



- **Commodity Approvers** are triggered by a combination of 5-digit NIGP code and dollar threshold
- **Financial Approvers** can be triggered by a dollar threshold
- The **Purchasing Agent group** is added based on commodity code and whether the requisition is catalog or non-catalog.
- **Chief Procurement Officers** can be added to flow as a watcher or an approver based on a combination of commodity and dollar threshold



“We have experienced a significant improvement in our purchasing efficiency by using NC E-Procurement. The system is easy to learn and we have benefited by moving from a paper-driven system to a system that enables us to process and track orders electronically.”



Vendor Benefits

Users have access to a centrally maintained database of vendor information, including Historically Underutilized Business (HUB) certifications

- The **NC E-Procurement Vendor database** allows all vendors to maintain their information in one centralized location
- Integrates with the NC Historically Underutilized Business (HUB) Office to reflect **HUB certified businesses** within NC E-Procurement
- NC E-Procurement team **reviews** vendor information on a regular basis and works with vendors to update existing information and/or inactivate inaccurate accounts

- **10 Web Based Trainings & 40 Job Aids**
 - *Self-paced online training modules*
 - *Printable job aids with screenshots*
 - *<http://eprocurement.nc.gov/Training.html>*
- **Onsite Training**
 - *Free on an as needed basis*
 - *eptraining@doa.nc.gov*
- **Dedicated Training Environment**
 - *Hands on experience for new users or trying Approval Flows*
 - *<https://trn9r1.ncgov.com/Buyer/Main/>*



*The NC E-Procurement Help Desk is
manned by highly-trained and friendly IT
customer service agents dedicated to
serving you!*

Agents are available for assistance

7:30am – 5pm

Monday through Friday

888-211-7440, Option 1

ephelpdesk@its.nc.gov



“The NC E-Procurement system has been a very productive change for our school system. We are very pleased with placing our orders for the schools and the turnaround time for our orders being delivered.”



Questions?